

# Assessment: Administrative Unit Four Column



## C - administrative - Human Resources

**Mission Statement:** Human Resources Office is committed to provide quality services and programs to support a strong human capital.

<i>Administrative Unit Outcomes</i>	<i>Assessment Strategies</i>	<i>Results</i>	<i>Improvements</i>
<p><b>HR Unit Outcome #1-21</b> - Hire and retain qualified candidates to fill vacancies when they are needed  <b>AUO Status:</b> Active  <b>AUO Assessment Cycle:</b> 2020 - 2021  <b>Start Date:</b> 10/01/2020  <b>Inactive Date:</b> 09/30/2021</p>	<p><b>Descriptive Statistics</b> - 1. Advertise complete request for positions within 1 week of received date at HRO to ensure screening and hiring of qualified candidates is completed timely.                  2. HR Staff to sit in all Hiring Committees.                  3. Update Hiring Producers.</p> <p><b>Target:</b> 1. 95% of complete requested will be advertised within 1 week of received date at HR                  2. 98% - HR staff and rep to sit in with Hiring Committee                  3. At least one Hiring Procedure to be update</p>	<p><b>Reporting Period:</b> Summer 2021  <b>Target Met:</b> Yes                  1. 94% of completed the 50 requests were advertised within 1 week of received                  2. 100% met. HR staff and/HR representative sit in all ad hoc meetings and interviews                  3. 100% met. Hiring procedures were updated and implemented 2020 including the use of zoom and HR staff participation in ad hoc meetings and interviews, confidentiality form, etc. (08/09/2021)  <b>Improvement Plan:</b> Use the results of 2021 to establish a benchmark in this area and strive to meet that target annually.  <b>Related Documents:</b>  <a href="#">PR to Vacancy Announcement_2021.pdf</a></p>	
<p><b>HR Unit Outcome #2-21</b> - Plan Profession Development Activities to support and improve work function  <b>AUO Status:</b> Active  <b>AUO Assessment Cycle:</b> 2020 - 2021  <b>Start Date:</b> 10/01/2020  <b>Inactive Date:</b> 09/30/2021</p>	<p><b>Descriptive Statistics</b> -                  1. Renew current SHRM membership for HR Staff                  2. Organize at least 2 short-term training in needed areas                  3. Support and coordinate College obligations for degree program</p> <p><b>Target:</b></p>	<p><b>Reporting Period:</b> Summer 2021  <b>Target Met:</b> Yes                  1. 100% met. HR staff renewed SHRM membership August 2,2021                  2. 100% met. Organized 9 webinars in identified needed areas and delivered 7 thus far; 1 webinar per month.                  3. 100%met. Shared with administration the number and names employees whose jobs require a degree to planning, secured 2 contract for staff development 2021 and maintain</p>	

Administrative Unit Outcomes	Assessment Strategies	Results	Improvements
	<ol style="list-style-type: none"> <li>1. 100% current membership is renewed</li> <li>2. 100% Short-term training</li> <li>3. Document and budget College obligation for Degree program</li> </ol>	<p>budgetary obligation for the 2 contracts and staff development line item under HRO on an annual basis. (08/09/2021)</p> <p><b>Improvement Plan:</b> Implement recommendations from June 2021 COM-FSM Turning Points: Evaluation of Strategic Plan, Mission and Values for Strategic Measure II.8</p> <p><b>Related Documents:</b></p> <p><a href="#">SHRM membership-Rencelly.pdf</a></p> <p><a href="#">SHRM_MembershipCard_Laura Fujimoto.pdf</a></p>	
<p><b>HR Unit Outcome #3-21</b> - Use appropriate technology to improve communication, performance management, and HR data to enhance access and decision making in a timely manner.</p> <p><b>AUO Status:</b> Active</p> <p><b>AUO Assessment Cycle:</b> 2020 - 2021</p> <p><b>Start Date:</b> 10/01/2020</p> <p><b>Inactive Date:</b> 09/30/2021</p>	<p><b>Descriptive Statistics</b> -</p> <ol style="list-style-type: none"> <li>1. Continue Subscription with Zoom for meetings and learning opportunities</li> <li>2. Continue to use Webinars for online learning opportunities</li> <li>3. Populate and utilize the MIP HR Module</li> </ol> <p><b>Target:</b></p> <ol style="list-style-type: none"> <li>1. 90% - Utilization of ZOOM and others for meetings and learning opportunities</li> <li>2. 85% - Utilization of Webinar for relevant learning opportunities</li> <li>3. 80% - Populate and utilize the MIP HR Module</li> </ol>	<p><b>Reporting Period:</b> Summer 2021</p> <p><b>Target Met:</b> Yes</p> <ol style="list-style-type: none"> <li>1. 100% met. The 7 trainings delivered from November 2020 to July 2021 used Zoom as well as our HR monthly meetings, HRC meetings, and ad hoc committee meetings and interviews.</li> <li>2. 100% met. The 7 trainings delivered from November 2020 to July 2021 used Zoom</li> <li>3. 15%. (08/09/2021)</li> </ol> <p><b>Improvement Plan:</b> 3. Spend 2 hours a day populating MIP HR Module and seek additional technical assistance from consultant.</p> <p><b>Related Documents:</b></p> <p><a href="#">FY 2021 HR Coordinated Workshops.docx</a></p>	